

TERMS OF REFERENCE

Requirements for the Services of a Tour Operator

Project: Heilongjiang Travel Agents Familiarization Trip
Date: 23-30 November, 2018
Venue: Cebu, Puerto Princesa, El Nido and Coron

I. Background

Heilongjiang Travel Agents Familiarization Trip
Travel Period: 23-30 November 2018
Duration of Stay: 8 days/7 nights

II. Details of the Event

Venue : Cebu, Puerto Princesa, El Nido and Coron
Expected Number
of Foreign Participants : 16 pax
Participants
Total no. of participants : **17 pax (including a TPB officer)**

The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide and manage the tour and transportation requirements of the abovementioned event based on the following guidelines:

III. Scope of Services

1. DOMESTIC AIRTICKETS

- Roundtrip domestic air tickets preferably on the below flight schedules:

DATE	FLIGHT NUMBER	ETD	NUMBER OF PAX
23 November 2018	PR 1845	06:35H Manila to Cebu	One (1)
24 November 2018	PR 2347	10:00H Cebu to Puerto Princesa	Seventeen (17)
29 November 2018	PR 2681	17:05H Coron to Cebu	Seventeen (17)
30 November 2018	PR 2858	16:55H Cebu to Manila:	One (1)

- Passenger should have 20 kgs baggage allowance when applicable.
- Air tickets should be rebookable, refundable and reroutable.
- Preferably Philippine Airlines

2. FERRY TICKETS

- One-way tickets for 17 pax taking the route El Nido to Coron
- Preferably Montenegro Shipping Lines

3. TOURS AND OTHER DAILY ACTIVITIES with DOT-Accredited Mandarin Chinese-speaking tour guide (see attached itinerary for the group's daily activities)

3.1 Mactan/Cebu City Tour

3.2 Puerto Princesa Underground river tour

3.3 El Nido Island Hopping tour

3.4 Coron City tour and Island Hopping tour

4. TRANSPORTATION (see attached itinerary)

(coaster / van/ boat)

- Can provide a transportation in Cebu, Puerto Princesa, El Nido and Coron from 23-30 November 2018 with carrying capacity of 20 pax and an adequate storage spaces for baggage . (see attached itinerary for the timetable)
 - Provision of first aid kit and hygiene kit onboard
 - Provision of proper, approved, clean signage for the vehicle
 - Provision of snacks/chips and water on board
- Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:
 - Uniformed, presentable and trained drivers
 - Gasoline, toll and parking fees
 - Dispatcher / coordinator per vehicle
- Provision of boat transfers at the destination as may be required

5. MEALS and BEVERAGES

- Can arrange lunch, snacks and dinner from 23-30 November 2018
(Refer to the attached itinerary)

6. TOUR GUIDE

- Services of a DOT-Accredited Mandarin Chinese-speaking tour guide

7. Tour Coordinator

- To provide cash advances for snacks and other onsite tour related expenses.

Other requirements

- Coordination with TPB in all other matters required for the smooth implementation of the tour.
- Designation of a point person who will coordinate with TPB

IV. Eligibility Requirements

1. Must be a Department of Tourism (DOT) accredited Tour Operator.
2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.

4. Must have a professional track record in handling international groups within the last year.
5. Must have handled at least three (3) government projects / events
6. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
7. Must have the capacity to provide first class services.

V. Technical Eligibility Documents

1. Company Profile
2. PhilGeps Accreditation
3. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
4. Valid and current Mayor's permit/municipal license
5. List of international groups/events or foreign clients handled and list of handled TPB projects participated in the last two (2) years

VI. Budget for the Contract

Bid Price Ceiling is **PHP 894,300.00** inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved budget.

The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total expenses.

For particulars, please contact:

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